

**Mayor's Office on Latino Affairs  
Latino Community Education Grant RFA # 1215-07**

**NOTICE**

**PRE-APPLICATION CONFERENCE**

**(Attendance Strongly Recommended)**

**WHEN:** Thursday, July 27, 2006

**WHERE:** Office on Latino Affairs  
Reeves Municipal Center  
2000 14<sup>th</sup> Street NW  
2<sup>nd</sup> Floor  
Washington, DC 20009

**TIME:** 10:00 am – 11:30 am

**CONTACT PERSON:** Ruben Cantu  
Mosaica  
1522 K Street, NW, Suite 1130  
Washington, DC 20005  
[ruben@mosaica.org](mailto:ruben@mosaica.org)  
Fax number: 202-887-0812

## OLA Latino Community Education Grant RFA # 1215-07

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## **SECTION I GENERAL INFORMATION**

### **Introduction and Overview**

The District of Columbia's Mayor's Office on Latino Affairs (OLA) is soliciting grant applications from qualified community-based organizations (CBOs) serving the District's Latino residents. Established with a budget of \$350,000 by Mayor Anthony Williams, the FY 2007 Latino Community Education Grant Program offers one-time grants of up to \$60,000 to CBOs located in the District of Columbia. The grant funds are intended to enhance existing and startup programs focused on literacy, education and job preparedness.

### **Target Population**

The target population for these funds is Latino individuals of all ages who reside in the District of Columbia.

### **Eligible Organizations**

Applicants must meet all of the following conditions:

- Non profit agency with a current and valid 501(c) 3 status
- Located in the District of Columbia
- Evidence that a majority of its clients served by the agency are Latinos residing in the District of Columbia
- Service facilities meet all applicable federal, state and local regulations for their intended use.
- Program staff meet qualifications of position requirements
- Charter Schools are not eligible to apply

### **Source of Grant Funding**

The District of Columbia's Mayor's Office on Latino Affairs (OLA) is awarding these funds through its fiscal year 2007 budget.

### **Award Period**

The grant award will be for a period not to exceed 12 months, with a starting date of October 1<sup>st</sup> 2006 and a closing date of September 30<sup>th</sup> 2007.

### **Grant Awards and Amounts, and Multiple Awards**

OLA expects to award 5-8 grants in amounts of up to \$60,000 to successful applicant organizations. Only one application per organization will be accepted. All current FY 2006 OLA grantees are not eligible to apply.

**Contact Person:**

For further information, please contact:

Ruben Cantu  
Mosaica  
1522 K Street, NW, Suite 1130  
Washington, DC 20005  
[ruben@mosaica.org](mailto:ruben@mosaica.org)  
Fax number: 202-887-0812

**Internet Application Download**

Applicants who obtained this RFA through the Internet will provide the Mayor's Office on Latino Affairs (OLA) with the following:

- Name of Organizations
- Key Contact
- Mailing Address and
- Telephone and fax numbers

This information shall be provided so that the applicant will receive updates and/or addenda to the Latino Community Education Grant funds RFA.

**Pre-Application Conference**

A Pre-Application Conference will be held **Thursday, July 27, 2006 from 10:00am to 11:30am** at the Office on Latino Affairs (OLA), located at 2000 14<sup>th</sup> Street NW, Reeves Municipal Center 2<sup>nd</sup> Floor, Washington, DC 20009.

**Explanations to Prospective Applicants**

Applicants are encouraged to email or fax their questions to the contact person listed above on or before August 11, 2006. Questions submitted after the deadline date will not receive responses.

**OLA Responsibilities**

OLA shall assign a staff person to monitor the successful grantees. The Project Monitor shall:

- Monitor and evaluate the performance of the applicant according to the program scope and related service delivery standards.
- Review applicable project policies and procedures and quarterly reports.
- Conduct periodic site visits.
- Hold periodic conferences with the applicant to assess applicant's performance in meeting requirements of grant, and, if necessary, establish a corrective action plan.

## **SECTION II SUBMISSION OF APPLICATIONS**

### **Application Identification**

Submit a total of **six (6)** applications, one (1) original and five (5) copies, in a sealed envelope or package. **Attachment D** should be affixed to the outside of each submission envelope or package

Note:

- Email and/or facsimile submissions will not be accepted.
- Failure to submit the required six (6) applications will result in non review by the Review Panel.

### **Application Submission Date and Time and Location**

Applications are due no later than **2 pm on Friday, August 25, 2006**. All applications must be hand delivered and will be recorded upon receipt. Applications received at or after 2:01 pm August 25, 2006 will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of 2:00 pm on August 25, 2006.

Applications must be delivered to the following location:

Att. Ruben Cantu  
Mosaica  
1522 K Street, NW, Suite 1130  
Washington, DC 20005

### **Mail/Courier/Messenger Delivery**

Applications mailed or delivered by Messenger/Courier Services must be sent in sufficient time to be received by the **2:00 pm deadline, August 25, 2006** at the above location.

## **SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **Certifications and Assurances**

The agency will complete and return the Certifications and Assurances listed in Attachments A and B with the application submission.

### **Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

## **Audits**

At any time before final payment and three (3) years thereafter, the District of Columbia Government may have the grantee's expenditure statements and source documentation audited.

## **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the U.S. Civil Rights Act of 1964 (Public Law 88-352), and the DC Human Rights Act of 1977, as amended, no person shall on the grounds of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, matriculation, disability or political affiliation, be denied the benefits of, or be subjected to discrimination under, any program activity receiving Latino Community Education Grant funds.

## **SECTION IV            PROGRAM SCOPE**

### **Program Purpose**

OLA is soliciting applications from eligible community based organizations that have existing or proposed start-up educational services targeting the Latino population in the District of Columbia.

Programs can be targeted to the general population or specific groups, such as children, youth, persons with disabilities, adults, etc., and must provide English instruction on site or through collaborative agreement with another ESL provider. OLA seeks to award programs that address the following areas:

- Education services and/or programs that complement K-12 grades and encourage youth (17 years and younger) to stay in school.
- Education and training for adults and youth (18 years and older) that lead to increased/improved English language, workforce development skills, and long-term employment.
- Education services or programs that provide the adult Latino community with prevention and intervention services in critical areas of need (e.g., civil rights, public safety, health, and/or social services).

The District's objectives include:

- Providing culturally and linguistically appropriate services that increase Latino immigrant's capacity to assimilate into the general community.
- Providing a broad range of training and educational opportunities to assist the target group to become successful in the labor market.
- Providing a broad range of educational enrichment programs/services that lead to decreased drop out rates of Latino children.
- Providing a broad range of educational services to increase the population's knowledge of critical issues (e.g., civil rights, public safety, health, and/or social services).

## **SECTION V                      PROPOSAL FORMAT**

The application is limited to **15 double-spaced pages**; 12 point type (New Times Roman or Courier) on 8 ½ x 11 inch white paper, single sided; and a minimum of 1 inch margins. Each page of the proposal should be numbered. Proposals should not be placed in binders or folders; one staple or paper clip is sufficient. The review panel will not review applications that do not conform to the above requirements.

### **Applicant Responsibilities**

Applications must comply with the guidelines listed below. Applicants must ensure that all of these guidelines are clearly represented when they write their applications:

1. Description of the organization's history, mission, and goals.
2. Description of the program's measurable objectives, project activities, and project outcomes.
3. Description of the issue/need to be addressed and evidence of that need.
4. Detailed description of proposed or existing program, including best practices (i.e., is this program based on a program or curriculum that has been shown to be effective in other settings or national standards?), target population, number of participants, eligibility requirements, days and hours of operation, and location of services.
5. Description of past successful outcomes or achievements. Start up programs must demonstrate ability to achieve proposed outcomes.
6. Programs must describe how they will incorporate English as a Second Language (ESL) training into their program, either by direct provision of services or by enrolling the client into other existing programs.
7. Description of program implementation including a work plan with timeline.
8. Submission of a reasonable and realistic budget to accomplish the stated goals and objectives of the proposed program.
9. Dissemination of program outcomes for the community with the funds awarded by the Latino Community Education Grant through OLA, to include development of a marketing plan that includes a minimum of three (3) marketing activities that addresses the grant, role of OLA as the funding organization, the program and its benefits.

### **Description of Application Sections**

The purpose and content of each section is described below with recommendations for page length of each section. Applicants should include all information needed to adequately describe their objectives, plans for services and program outcomes. Relevant project information should be included in the 15 page limit and not in the Appendices.

#### **1. Proposal Summary (1-2 pages)**

This section of the application should be brief, highlighting the purpose of the program, targeted population, program objectives and outcomes.



**2. Program/Project Narrative (10-12 pages)**

This section contains the details and describes the proposed program to be implemented. It should include but not be limited to:

- Services to be provided
- Referenced data and statistics (e.g., Census, labor statistics, CDC) on target population and unmet need
- Need for and proposed impact of the project
- Sample of educational models used (i.e., best practices, national model)
- Extent to which barriers encountered will be addressed
- Plan for providing English as a Second Language (ESL) education
- Cultural competency, sensitivity, and appropriateness of the project
- Organizational experience and qualifications
- Program/project staff role, experience, and qualifications
- Program evaluation and data collection plan
- Fundraising plan to sustain this project over time

**3. Program Goals and Objectives (2-3 pages)**

This section presents the goals of the project; process objectives and outcome objectives. Objectives must be defined and measurable within the proposed project timelines.

**4. Budget and Budget Justification (not included in page limit)**

A standard budget form is provided within the subgrant application. The budget for this proposal will contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal will not exceed the amount allotted for the areas of service under which the applicant is seeking funding.

**Specific Budget Guidelines:**

- Personnel: name, title, number of hours on project, hourly rate, percentage of time
- Fringe Benefits: percentage and total based on positions
- Indirect Cost: Up to 10% of funds can be used for indirect costs (e.g., general administrative costs such as legal, accounting, liability insurance)
- Non-Personnel:
  - List expenditure item
  - Unit cost and unit number
  - Total cost per expenditure

**Note:**

- Funds cannot be used for food expenditures
- Funds cannot be used for lobbying or fundraising
- Funds cannot be used for capital/facility improvements
- Funds cannot be used to cover any expenses made prior to the grant award
- Funds cannot supplant funds from other grant sources
- Funds cannot be used to cover any program expenses made prior to the grant award

**Budget Narrative/Justification:**

This section is a written description of the proposed expenditures, including purpose or reason for the expenditure and calculation of costs.

**5. Staffing Plan (Attachment F)**

This section should contain the staff assigned to the project, staff positions, and percent (%) of time on the proposed project. If the position is not filled, a start date as to when the position will be filled should be supplied.

**6. Work Plan (Attachment G)**

Using Attachment G, list the project objectives and related activities, project outcomes and outputs, timeline for implementation and completion, and responsible staff.

**Appendices**

This section will be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. Such items that will be included with the proposal submission:

- Audited financial statements
- Copy of current IRS tax-exempt determination letter.
- Organizational chart
- Summary or copies educational model used
- Memorandum of Agreement/Understanding, if applicable. **DO NOT SEND** general letters of support.
- Criteria/forms used to determine student eligibility
- Student rosters (Optional for existing programs)
- Evaluation/survey tools – (existing program should provide a data report on findings; start-up program should present proposed tools)
- Job placement information
- Source information for cited data

**Certifications and Assurances**

Applicants will provide the information requested in Attachment A and B and enclose them with the application.



**Criterion C: Organizational Capability and Relevant Experience      35 points**

1. Applicant demonstrates compliance with eligibility requirements.
2. Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the target population. Information on prior program evaluations, findings, and changes made as a result should be referenced.
3. Applicant demonstrates that the program is using best practices and/or is based on national standards.
4. Applicant demonstrates sufficient staffing for proposed services and its own cultural competency, sensitivity and appropriateness (i.e., racial, ethnic, economic, gender, disability, sexual orientation, etc.) through the diversity among its staff.
5. Applicant demonstrates ability to directly, or through collaboration, provide ESL instruction to clients/customers.
6. Applicant demonstrates an established organizational structure and its ability to administer the proposed services or program and, as proposed, function as a Lead Agency through the submission of operational and programmatic staff names and their key positions. Resumes and/or position descriptions for key project staff should be included as an attachment.
7. Applicant demonstrates sound fiscal management through a description of grant monitoring activities and systems, disbursement of grant funds to partners (if relevant), and the submission of the Lead Agency's annual audits (2 years), financial statements, and/or cash flow documents (2005 and year-to-date 2006).
8. Applicant presents a fundraising plan that details how the program will be sustained over time.

**Criterion D: Sound Fiscal Management and Budget      15 points**

1. Applicant's budget with justification is reasonable and realistic to achieve stated goals and objectives.

## APPLICATION CHECKLIST

Applicants are required to follow the format below and content requirements:

- ☐ Subgrant Applicant Profile (**See Attachment D**)
- ☐ Table of Contents
- ☐ Description of Application Sections (**Criterion A-E**) (included in 15 page limit)
  - ☐ Proposal Summary
  - ☐ Program/Project Description
  - ☐ Collaboration Description (if applicable)
  - ☐ Program Goals and Objectives
  - ☐ Organizational Capabilities
  - ☐ Fundraising Plan
- ☐ Other Required Application Materials (**not included in 15 page limit**)
  - ☐ Budget and Justification
  - ☐ Staffing Plan
  - ☐ Work Plan of the Project
- ☐ Appendices (**not included in 15 page limit**)
  - ☐ Staff Resumes
  - ☐ Job Descriptions
  - ☐ Copy of current IRS tax-exempt determination letter.
  - ☐ Financial Documents (e.g., audits, cash flow statements)
  - ☐ Citations or Bibliography
  - ☐ Memorandum of Understanding/Agreement (MOU/MOA), if applicable
  - ☐ Collaborative Partner Materials (if relevant)
  - ☐ Program Evaluation Surveys/Tools (Existing program- results; start-up programs – proposed form)
  - ☐ Project/Program Materials (if relevant)
  - ☐ Criteria/Forms Used to Determine Student Eligibility
- ☐ Certifications and Assurances (**See Attachment A and B**) (**not included in 15 page limit**)

## APPLICATION PACKET CHECKLIST

- ☐ The Subgrant Application Profile is completed (Attachment D).
- ☐ The Program Budget is completed and complies with the Budget form. The budget narrative is complete and describes the categories of items proposed.
- ☐ The application is printed on 8 ½ by 11-inch paper, 15 double-spaced pages, on one side, using 12-point type with a minimum of 1 inch margins. **Use no bindings or folders.**
- ☐ The applicant is submitting the required six (6) copies of the application; of the six (6) copies, one (1) copy must be the original and labeled/stamped “Original”.
- ☐ The application format conforms to the Proposal Format listed in Section VI of the RFA.
- ☐ The Certifications and Assurances listed in Attachments A and B are complete and contain the requested information.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ☐ The application is submitted no later than 2:00 pm on August 25, 2006.
- ☐ The application is submitted with two original receipts (Attachment C) affixed to the outside of the envelopes or packages for OLA’s approval upon receipt.

## **SECTION VII**

## **LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Certifications</b>
<b>Attachment B</b>	<b>Assurances</b>
<b>Attachment C</b>	<b>Original receipt</b>
<b>Attachment D</b>	<b>Subgrant applications profile</b>
<b>Attachment E</b>	<b>Budget summary</b>
<b>Attachment F</b>	<b>Staffing plan</b>
<b>Attachment G</b>	<b>Work Plan</b>

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**OFFICE OF THE CHIEF FINANCIAL OFFICER**  
**Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility**  
**Matters; and Drug-free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- b) In any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall completed and submit Standard Form-III, "Disclosure of Lobbying Activities," accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and all sub-recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

A. The applicant certifies that it and its principles:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;



- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subgrant F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The applicant's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Mayor's Office on Latino Affairs, Reeves Municipal Building, 2000 14<sup>th</sup> Street NW, 2<sup>nd</sup> Floor, Washington, DC 20009. Notice shall include the identification number(s) of each effected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-
  - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (3) Making a good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Section 67.615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Mayor's Office on Latino Affairs, Reeves Municipal Building, 2000 14 Street NW, 2<sup>nd</sup> Floor, Washington, DC 20009.

As duly authorized representative of the application, I hereby certify that the applicant will comply with the above certifications.

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1. Grantee Name and Address

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2. Application Number and/Project Name

---

3. Grantee IRS/Vendor Number

---

4. Typed Name and Title of Authorized Representative

---

5. Signature

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6. Date

## **ASSURANCES**

1. The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.
2. Also, the Application assures and certifies that:
  - a. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
  - b. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
  - c. It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
  - d. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
  - e. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
  - f. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
  - g. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
  - h. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not limited on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
  - i. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and

Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

- j. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et.seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 808.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
- k. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
- l. It will comply, and all its contractors will comply, Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
- m. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice
- n. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
- o. It will comply with the provisions of the Costal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et.seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature

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Date

**DISTRICT OF COLUMBIA GOVERNMENT  
Mayor's Office on Latino Affairs**

**FY 2007 Latino Community Education Grant  
RFA # 1215-07**

**The Mayor's Office on Latino Affairs is in receipt of**

**Contact Name (Please print clearly)** \_\_\_\_\_

**Organization Name** \_\_\_\_\_

**Address, City, State, Zip Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

\_\_\_\_\_  
**Program Title**

**Amount Requested**

**MOSAICA USE ONLY:**

**Please indicate time:**

PROPOSAL and \_\_\_\_\_ copies

RECEIVED ON THIS DATE: \_\_\_\_\_ / \_\_\_\_\_ /2006

TIME RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**DISTRICT OF COLUMBIA GOVERNMENT  
Mayor's Office on Latino Affairs**

**FY 2007 Latino Community Education Grant  
RFA # 1215-07**

**SUBGRANT APPLICATION PROFILE**

**Fiscal Year of Funding:** 2007

**Organization:**

**Project Title:**

**Implementing Agency:** Mayor's Office on Latino Affairs

**Duration (Begin/End Dates):**

**PROJECT COST:**

**Funding Requested:** \$

**Agency Contribution:** \$

**Total Project Budget:** \$

**AUTHORIZATION OFFICIAL**

**Name and Title:**

**Telephone:**

**Fax:**

**PROJECT DIRECTOR**

**FINANCIAL OFFICER:**

**Name:**

**Name:**

**Title:**

**Title:**

**Address:**

**Address:**

**Telephone:**

**Telephone:**

**Email:**

**Email:**

**Fax:**

**Fax:**

*Application is made for a grant under the above-mentioned FY 2007 Latino Community Education Grant to the District of Columbia in the amount of and for the purpose stated herein.*

*I certify that is application, if awarded, will conform to the conditions set forth by the Mayor's Office on Latino Affairs.*

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date:**

**DISTRICT OF COLUMBIA GOVERNMENT**  
**Mayor's Office on Latino Affairs**  
**FY 2007 Latino Community Education Grant**  
**RFA # 1215-07**

**BUDGET SUMMARY**

<b>A. Personnel</b>	\$ _____
<b>B. Fringe Benefits</b>	\$ _____
<b>C. Travel</b>	\$ _____
<b>D. Supplies</b>	\$ _____
<b>E. Equipment</b>	\$ _____
<b>F. Consultants/Contractors</b>	\$ _____
<b>G. Communication</b>	\$ _____
<b>H. Printing/Copying</b>	\$ _____
<b>I. Training</b>	\$ _____
<b>J. Operating Expenses</b>	\$ _____
<b>K. Other Expenses</b>	\$ _____
<b>PROJECT TOTAL:</b>	\$ _____

## FY 2007 Latino Community Education Grant STAFFING PLAN

FY 2007 Latino Community Education Grant # 1215-06



**DISTRICT OF COLUMBIA GOVERNMENT**  
**Mayor's Office on Latino Affairs**

**FY 2007 Latino Community Education Grant**  
**RFA # 1215-07**

**WORKPLAN AND TIMELINE**

Description of Goals/Objectives/Task/Activity/Outcomes	Responsible Agency	Responsible Person	Start Date	Completion Date